

## Wyoming Prevention Framework Community Grant Report

### Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date

County

Contract Organization Name

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Please email this report as an **attachment** to...  
Substance Abuse & Mental Health Services Division,  
Wyo Dept. of Health  
[lisa.laake@health.wyo.gov](mailto:lisa.laake@health.wyo.gov)

For information call 1-800-535-4006  
or 307-777-6494

**Please keep both a hard-copy and file copy for your records**

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
<b>A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance</b>					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	1-Jun	We finally hired our person in June after several months of searching.
2	Supervise SPF staff/staff evaluation (note dates and any notes)		50%		We conduct evaluations after 6 months of employment and yearly after that.
3	Name, title, and phone number of the staff's supervisor				
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		100%		A back ground check was performed this quarter.
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)			Sep-07	State training for staff and travel
6	Notify the Division of any board of directors/staffing changes				
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC				
9	Other				

### B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%		
2	Needs Assessment Instrument Received	Feb or March 2007	100%		
3	Data Collection		100%		
4	Data Analysis		100%		
5	Priorities Identified		100%		
6	Needs Assessment Sent to SAD	1-Jun-07	100%		
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	6/15/2007	
	Revise Needs Assess/Submit Final		100%		
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>C Community Infrastructure Activities</b>					
1	Community Advisory Council Activities briefly list CAC activities				CAC activities during this period included the continued social norms campaign, a guest speaker for teacher trainings on the effects of alcohol, drugs and violence on brain development and the development of our new DUI program Prime for Life.
2	Community Advisory Council Meetings List dates & number of people who attended See below for membership report				See Attachments
3	Budget and Funding Approved by CAC ( <b>attach minutes</b> )				See Attached

4	Community Resource Assessment note date and attach report				
5	Present Findings/Process to Community (Optional) local SAPST and/or CADCA Training for 6 SAC/Community			10/10/07- 10/11/07	
7	Briefly describe how the community was involved in the SPF process during this reporting period				We expanded the number of people who are on the coalition and continue to do so. We have also held public trainings and information sessions.
8	Other CAC/Infrastructure				

**D Strategic Planning Activity**

	Attend Strategic Planning Training	Jul-07	100%		
	Receive Strategic Planning Materials from SAD		100%		
	Research Evidence Based Strategies		100%		
	Match Strategies to Data/Needs		100%		
	Write Strategic Plan		100%		
	Submit Strategic Plan to SAD		100%		
	Receive SAD Comments/Revise/Final Plan	31-Aug-07	100%	9/15/2007	
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>E</b>	<b>Implementation (only with SAD approval)</b>		10%		We have implemented Prime for Life and are getting in touch with training for CMCA.

**F Deliverables and Assurances  
Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07			
2	May 15: Submit Expenditure Report to SAD	15-May-07			
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07			
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				Newspaper advertisements are on their way.

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>G</b>	<b>Other Information</b>				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				
2	Restricted activities (report any approval requested and received for these) fairs/brochures/educational materials media				No funds were expended on restricted activities.
3	Please note any <b>significant</b> changes from the budget submitted in the application.				
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				The greatest accomplishments were completing the needs assesment and strategic plan.
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				Summer break made it difficult for people to attend meetings.
6	Please briefly list any significant changes or information related to this grant				There were no signifigant changes to the grant.

